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1. Introduction and Scope

Poor Manual Handling/ Movement is one of the most common causes of absence from work, with over 10% of injuries being attributed to manual handling. These injuries include the back and shoulders, arms, legs and other joints, as well as musculoskeletal injuries of various sorts. Many of the injuries can have long lasting effects and can affect a person's quality of life.

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2. Aims of the Policy

This Policy is intended to help prevent injuries. It is intended to be used in manual handling, and therefore practice in all lifting, handling and carrying operations.

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3. Definitions

From the Manual Handling Operations Regulations 1992 (as amended):

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3.1 Manual Handling – the lifting, putting down, carrying, moving, holding or restraining of inanimate load, (including the lifting, putting down, carrying, and moving) by hand or bodily force.

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3.2 Injury – Injury to any part of the body, including strained muscles, or impinged nerves and joints.

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3.3 Load – A load is a material or object, but also a person.

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4. Policy Statement

4.1 The Company will comply with the Manual Handling Operations Regulations which require the employer to work to reduce the hazards to the manual handling of loads.

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4.2 The Company will so far as is reasonably practicable:

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- 4.1.1 Avoid manual handling activities;
- 4.1.2 Assess the risk of injury from manual handling activities;
- 4.1.3 Provide measures to avoid or reduce them.

4.2 The Company will so far as is reasonably practicable:

4.3 Where handling large loads where repetition cannot be avoided, a specific risk assessment will be based on TILE (Task, Individual, Load, Environment).

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4.4 Where required by the company will provide appropriate tools or equipment (e.g. saws, etc.) to help reduce the risk of injury.

4.5 All equipment supplied will be suitable for the task and will meet the requirements of the Work Equipment Regulations 1998 (PUWER) and the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER). The Company will ensure proper training is provided.

4.6 All lifting equipment will comply with PUWER and LOLER requirements by competent personnel.

4.7 Workplaces will be designed as far as possible, considering the work to be done.

4.8 The Company will ensure regular manual handling training sessions with refresher courses as needed to ensure attendees with the skills to assess manual handling operations using the Manual Handling Assessment Chart tool, raising awareness of hazards, risks and controls, whilst installing basic knowledge of ergonomics of movement and causes of manual handling injury. The Company will ensure sufficient manual handling training is provided.

This Policy will be reviewed annually and necessary. The management team endorses this Policy and is fully committed to its implementation.

This Policy has been approved & signed

Name: <<Insert Name>>
Position: <<Insert Position>> Resources Manager<>
Date: <<Date>>
Signature:

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